

Community Childcare Subvention (CCS) Programme

Service Fees Information Letter

Dear Parent / Guardian,

Your child _____ PIP Registration ID _____
has been registered for the CCS Programme for the Programme Call 2016/2017 in our service. Their place will commence on _____ and end on _____. This means your child is registered in this service over a _____ week period.

Calendar:

This service will be provide you with a separate letter indicating the days the service is closed over the programme year.

Deposits and Discounts:

Any deposits required and discounts offered are listed below. Any discount relevant to you will be applied to your normal fee, before any CCS Subvention (funding) is applied. Any deposit taken will be returned to you once this service has received a payment from the Department of Children and Youth Affairs (DCYA). Ticked below are the deposits/discounts that apply to your child

Pick tick if applicable	Type	Description
<input type="checkbox"/>	Deposit	We do not collect deposits. We do not offer discounts.

Optional Extra Charges:

We offer extra services or activities, which may not be funded under the session you select but which are **optional** charges to you. These are listed below. Some of these are once-off payments (e.g. trips) and in some cases payments are made to an external provider (e.g. music teacher).

If you wish to avail of any of these, please initial the box next to your chosen optional extra.

If you do not wish to avail of any of the optional extras listed below, please tick here

Please note: You are not obliged to select any optional extras. This service will still provide your child with the service they are entitled to as described in the session description below.

Details of Optional Extra Charge	Parent Initials
We do not charge for optional extras.	
Should you, at any time, wish to withdraw from any of the optional extras selected, you must provide the service with one months' notice.	

Fees List:

Our Fees List below outlines the session types that are available within our service and maximum weekly charge allowable for them under this scheme. The session type(s) that you have requested are ticked in the Fees list below. This s(incl. discounts if applicable)ervice charges on a weekly / monthly basis. Your charge is identified in the final column and does not include any optional extras you have chosen from the above.

Please note that your charge is based on CCS Band Approval which may not be confirmed until December. This service might charge you the normal fee until such time as your CCS eligibility has been approved on the system, at which point you will receive a full refund for any subventions due.

Please initial that you have read and understand this page:
Parent/Guardian Initials: _____

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Session attending	Session Description	Session Type	Number of Days	Normal Fee (before subvention)	Maximum weekly charge A	Maximum weekly charge AJ	Maximum weekly charge B	Your Weekly/Monthly Charge (incl. discounts if applicable)
<input type="checkbox"/>	Fulltime	1: CCS Full Day	5	€145.00	€50.00	€95.00	€95.00	
<input type="checkbox"/>	Part-time	2: CCS Part-time a.m.	5	€82.50	€35.00	€35.00	€57.50	
<input type="checkbox"/>	After-Schools	3: CCS Sessional p.m.	5	€36.35	€5.00	€5.00	€19.35	

*Please note that evidence of your eligibility for CCS funding may requested by this service on registration and/or during the identified CCS “snap shot” period. Eligibility documentation should be returned to the parent. For information on CCS eligibility please see the ‘DCYA Programmes Info and FAQ’ doc, available from: www.pobal.ie/PIP

Donations:

If the service requests a voluntary donation, (it may only be requested once), you may wish to note the voluntary donation details displayed by the service. **Donations are voluntary, anonymous and do not affect enrolment.**

Leaving the Service/Transfers:

Please note that registration to the CCS Programme is subject to your commitment to attendance for the full period the child is registered. Should you wish to leave this service or transfer to another DCYA Childcare Funding Programme your service provider is entitled to choose not to release the CCS funding committed and therefore you will not be able to register your child for any other DCYA childcare Funding Programme for the remaining of the registration period. Should you wish to leave this service or transfer to another DCYA Childcare Funding Programme, and your service provider is satisfied to release the funding you must give 2 weeks’ written notice to the manager.

Patterns of ‘non-attendance’ may be queried and may result in your CCS funding being cancelled. Please speak to your service provider if for any reason your attendance pattern is not as first registered.

Queries

If you have any queries or wish to discuss any of the above, please contact the Service Manager.

If you have any concerns about any of the above please contact your local City/County Childcare Committee. A list of CCC contact details is available from the PIP Homepage: www.pobal.ie/PIP

Please read, sign and date two copies of this letter. Return one copy to the service Manager. This signed copy must be kept on our files for verification purposes during funding compliance visits undertaken by Pobal, on behalf of the Department of Children & Youth Affairs (DCYA). You should retain the second copy for your own records.

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Yours sincerely,

Name _____ Title/Position Held: _____

PARENTAL ACCEPTANCE

I have read this letter (and attachment) and understand the following;

- ✓ My child's eligibility is based on his/her attendance during the CCS snapshot period (dates to be confirmed)
- ✓ The days that my child cannot avail of the service i.e. closed days.
- ✓ I understand that I will be charged for any optional extras that I have chosen and that is additional to my fee. I must give one months' notice to remove an optional extra.
- ✓ The normal fee I would pay for the service if my application for CCS is not approved.
- ✓ The fee that I will be paying for my child if my application for CCS is approved.
- ✓ Patterns of non-attendance may result in my CCS funding being cancelled.
- ✓ My service provider is entitled to choose not to release the CCS funding committed and therefore I will not be able to register my child for any other DCYA Childcare Funding Programme for the remaining of the registration period.

Parent/Guardian Signature _____

Date: _____

For Provider Use Only:

Service Fee (including discounts)	€
Plus additional extras	€ _____
Final Fee to Parent	€

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